



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	MANAGEMENT ANALYST II
3	<b>Posting Number</b>	PN# 112952
4	<b>Department</b>	PUBLIC WORKS & ENGINEERING
5	<b>Division</b>	Resource Management
6	<b>Section</b>	Budget Management
7	<b>Reporting Location</b>	611 Walker, 24 <sup>th</sup> Floor
8	<b>Workdays &amp; Hours</b>	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<b><u>DESCRIPTION OF DUTIES</u></b> Researches, analyzes and monitors various financial and management reports. Assists in developing, preparing and evaluating financial and management reports. Identifies and implement solutions and systems to optimize results. Conducts audits and/or needs assessments to identify and document specific financial operating and management procedures and policies. May prepare training material for financial systems and conduct user training. May prepare documentation on financial systems and write user procedures. Perform other duties and special projects as requested.	
10	<b><u>WORKING CONDITIONS</u></b> Position is physically comfortable.	
11	<b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Public Administration, Economics, Business Administration, Finance, Accounting, Political Science or a closely related field in business/social sciences/liberal arts.	
12	<b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Two (2) years of professional experience in public administration, budget analysis, finance, accounting or a closely related field are required.	
13	<b><u>MINIMUM LICENSE REQUIREMENTS</u></b>	None
14	<b><u>PREFERENCES</u></b> Preference will be given to those applicants with experience with Microsoft Excel, Access and PowerPoint.	
15	<b><u>SELECTION/SKILLS TESTS REQUIRED</u></b>	None However, the department may administer a skill assessment evaluation.
16	<b><u>SAFETY IMPACT POSITION</u></b>	Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<b><u>SALARY INFORMATION</u></b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 18</div> <div>\$1,042 - \$1,480 Biweekly      \$27,092 - \$38,480 Annually</div>	
18	<b><u>OPENING DATE</u></b>	August 30, 2006
19	<b><u>CLOSING DATE</u></b>	Open Until Filled
20	<b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0571.</b>	
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